



CAREER EXECUTIVE ASSIGNMENT Examination Announcement

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, pregnancy or genetic information. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	BUREAU OF STATE AUDITS	RELEASE DATE:	November 6, 2012
POSITION TITLE:	Chief Legal Counsel	FINAL FILING DATE:	November 20, 2012
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$6,173.00 - \$13,381.00 per Month	BULLETIN ID:	10262012_2

***Salary will be commensurate with applicable experience pursuant to GC 8544.**

The goal of the California State Auditor is to promote the efficient and effective management of public funds and programs by providing to citizens and government independent, objective, accurate, and timely evaluations of state and local governments' activities.

POSITION DESCRIPTION

Reporting directly to the State Auditor, the Chief Legal Counsel provides legal advice and counsel on all legal matters involving the office. Managing a staff of several attorneys and a legal assistant, the Chief Legal Counsel is specifically responsible for:

- Directing legal services for all aspects of audit work including assigning attorneys to audits; giving final approval of significant legal products developed for support of audits (e.g. legal opinions on significant issues involving the State of California); providing final legal review of audit draft reports for legal accuracy; overseeing negotiation of access issues with auditees; attending and participating in key meetings with executive staff and legal counsel of auditees, as necessary; recommending and advising the State Auditor on issuance of subpoenas necessary to audits and investigations.
- Providing executive level oversight for the Investigations Division and the office's implementation of the Whistleblower Protection Act.

- Managing the design and implementation of major new programs; providing legal advice on the development and implementation of, and compliance with, new programs enacted by the Legislature or the voters pertaining to the office; developing regulations necessary for implementation of new and continuing programs pertaining to the office and its operations.
- Advising on relationships with the Legislature including the Joint Legislative Audit Committee (JLAC) , relationships with executive management in Constitutional Offices and the Judicial and Executive branches; providing legal advice pertaining to JLAC, the Legislature, and relationships with Legislative Counsel, as well as state and local governments; providing key legal and policy advice on legislative hearings, and providing testimony as necessary.
- Providing advice on, developing, and drafting legislation pertaining to the office and assisting in steering legislation through the legislative process; advising on development of legislation intended to implement recommendations made in audit reports; and drafting, overseeing and approving drafting of the same.
- Assisting in development and managing legal reviews of all audit requests submitted for JLAC approval; attending JLAC hearings and other legislative hearings; meeting with legal advisors and executive management of local, state and federal agencies regarding the work of the Audits Division and Investigations Division; meeting with members of the Legislature and legislative staff regarding initiative measures affecting the office, legislation, audits, investigations and other matters.
- Advising on the office's legal compliance with the public records act and other state and federal laws; advising on media calls at the request of the Chief of Public Affairs and/or State Auditor; managing litigation (including outside counsel) and administrative proceedings, litigation and other matters before state and federal courts, as well as, administrative proceedings before the State Personnel Board.
- Providing counsel on information technology security and information privacy issues; providing legal advice, and in many cases drafting and revising internal policies and procedures pertaining to the office including policies for human resources management, contracting practices, and information technology security reviews and providing legal and business advice and negotiations on contracts; providing legal advice to auditors and others on potential conflicts, compliance with state law, audit standards, and internal policies and procedures; advising the State Auditor on significant human resources matters; providing legal and policy advice regarding development and presentation of the offices' annual budget; providing training; and overseeing the State Auditor's responsibilities relating to the Voters First Act (Proposition 11), including outreach efforts with stakeholders and potential applicants.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

Must be an active member of the California State Bar.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform highly complex and sensitive administrative and policy functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislative, Judicial and Executive branches; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the office's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level executives and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative, Executive and Judicial branches; analyze complex problems and recommend effective courses of action; and prepare and review reports and other communication; and effectively contribute to the office's Equal Employment Opportunity objectives.

This body of knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Knowledge of: Legal principles and their application; legal research methods; court procedures; principles of administrative and constitutional law; rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; rules of statutory construction and provisions of laws and Government Code sections administered or enforced.

Ability to: Analyze legal principles and precedents and apply them to the most difficult and complex legal and administrative problems; perform the most difficult and complex legal research; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; draft the most complex and difficult opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and conduct litigation that is most complex and sensitive in nature; work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others; and work effectively under pressure; communicate effectively to a wide and varied audience and in various forums; and the ability to travel.

Possess excellent writing and interpersonal skills.

EXAMINATION INFORMATION

*The position exists with the California State Auditor's office in Sacramento. The examination process will consist of an application and Statement of Qualifications (SOQ) reviewed by a screening committee. A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews **may** be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Legal Counsel** with the California State Auditor. Applications will be retained for twelve months.*

STATEMENT OF QUALIFICATIONS

All interested applicants are required to submit a SOQ with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications and desirable qualifications listed in this announcement.

FILING INSTRUCTIONS: Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications".
The SOQ should be one, but no more than two pages in length, and is a separate discussion from the application.
- Resumes do not take the place of the Statement of Qualifications.

Applications submitted without a SOQ will be eliminated from the examination process. Applications and SOQs postmarked, personally delivered, or received via interoffice mail **after** the final filing date will not be accepted. All inquiries regarding this examination should be directed to Kathleen Spencer at 916-445-0255.

Applications and Statement of Qualifications must be submitted by the final filing date to:

California State Auditor
Kathleen Spencer, Human Resources
555 Capitol Mall, Suite 300, Sacramento, CA 95814

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The California State Auditor reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

***California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones(800) 735-2929, from voice phones: (800) 735-2922***

Class specs: <http://www.calhr.ca.gov/state-hr-professionals/Pages/cea-exempt-letters.aspx>